

CREATING A NEW PROGRAM (DEGREE, CERTIFICATE, and SKILLS RECOGNITION) IN CURRICUNET

STEP 1:

Call the Curriculum Process Specialist at 575-6893 or email townsendh@mjc.edu to notify that you will be developing a new degree, certificate, or skills recognition. The Curriculum Process Specialist will send you the Chancellor's Office program Narrative to fill out and work with you to identify the appropriate TOP code needed as well as help to inform you of submission deadlines and important steps needed to receive final program approval. If your degree or certificate is CTE, the Curriculum Process Specialist will assist you with contacting the Center of Excellence to retrieve a Labor Market Analysis (LMI) Report. Before you start on STEP 2 and after contacting the specialist, create a new catalog description. Here is the link that displays the steps to create a catalog description:

http://www.mjc.edu/governance/curriculum/documents/author_resources/how_to_create_a_catalog_description.pdf

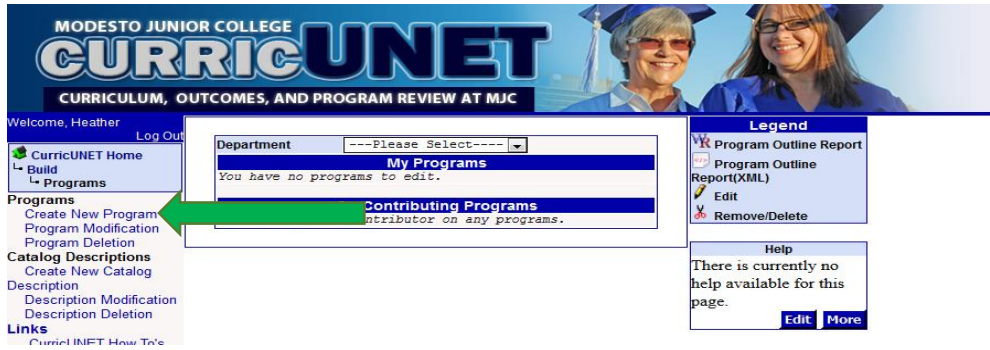
STEP 2:

In CurricUNET, select the **Programs** link under the **Build** menu:

The screenshot shows the CURRICUNET website for Modesto Junior College. The header includes the college name and logo. The navigation menu on the left is organized into sections: Admin, Admin (with sub-items like Outcome Assessments, Program Review Extract, etc.), Prefs, and Build. The Build section contains links for Articulation, Courses, Catalog Descriptions, Program Review, and Outcomes Assessment. A green arrow points to the 'Programs' link under the 'Build' menu. The main content area features a large image of a graduate with arms raised, the slogan 'Own your future.', and contact information for technical support and administrative assistance. A 'Recent News' section on the right contains a link to 'Curriculum How Tos' and a warning about formatting requirements for course outlines.

STEP 3:

Click on the **Create New Program** link under the **Programs** menu:



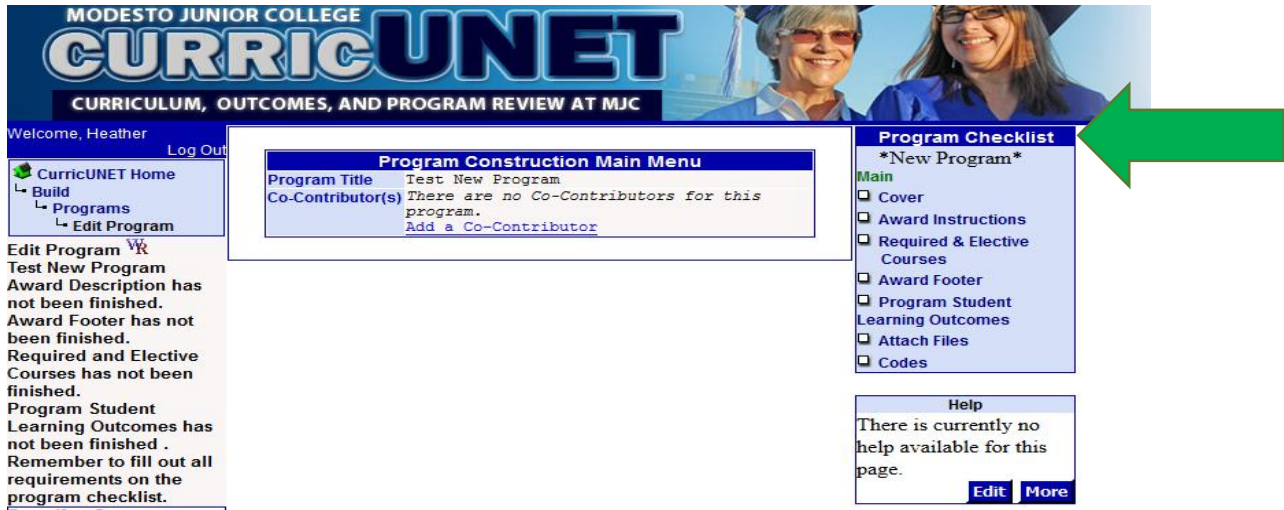
STEP 4:

Select the **Department** and type in the **Title**, and **Award Type**. Select **Save** to create the program shell and move to the next screen:



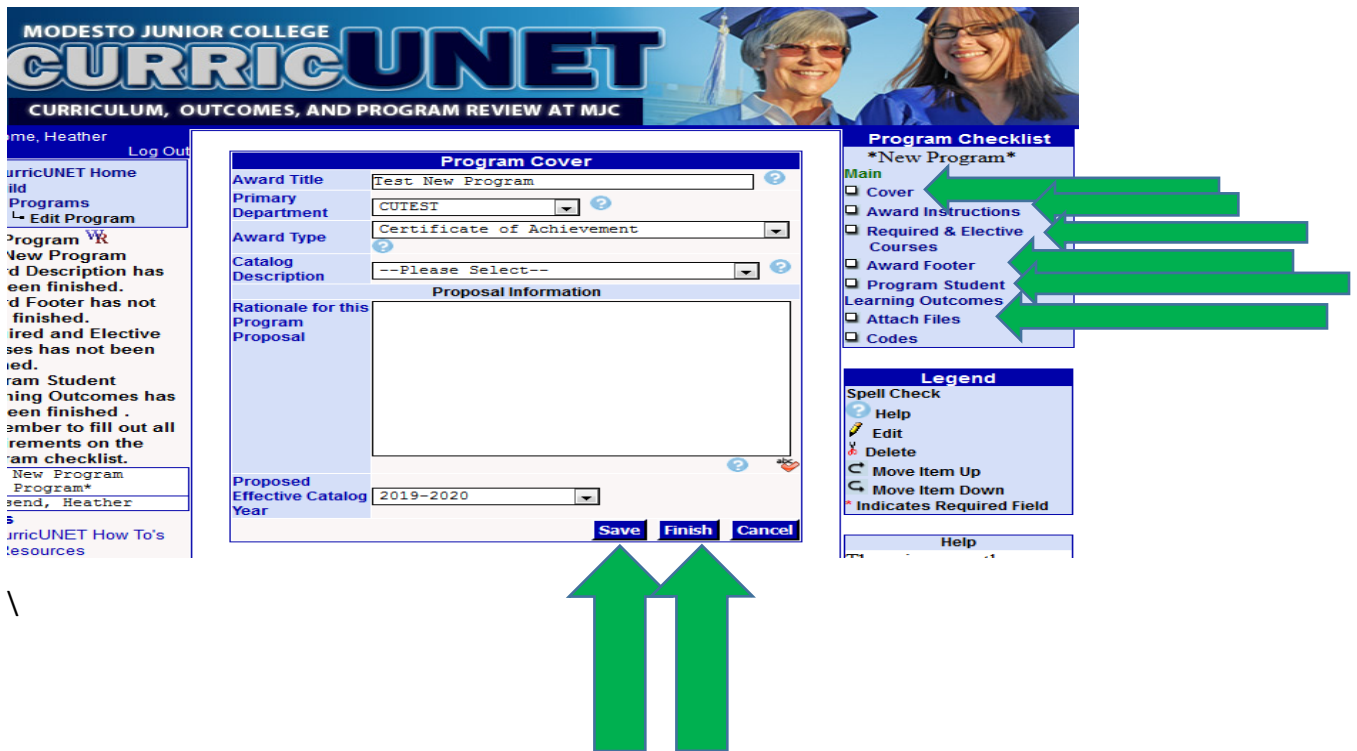
STEP 5:

You have now created a new program shell and will need to input the information for the award in each checklist. The checklists are listed under the **Program Checklist** menu and will contain the information that is displayed on the Program Word Report:



STEP 6:

Make sure to input the information in each checklist and then click on the **Save** and **Finish** icons to lock each checklist:



STEP 7:

Each checklist should now show in green font because the checklists are now locked and the **Submit** button is available for you to launch the new award into the approval stream. Please note that the submit button will not be available until each checklist on the right is locked:

The screenshot displays the CURRICUNET web application interface. At the top, the header reads "MODESTO JUNIOR COLLEGE CURRICUNET CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC" with a banner image of two graduates. The main content area is divided into several sections:

- Left Navigation:** Includes "Welcome, Heather", "Log Out", "CurricUNET Home", "Build", "Programs", "Edit Program", "Submit" (highlighted with a green arrow), "Test New Program", "*New Program*", and "Townsend, Heather".
- Center Panel:** Titled "Attached File Upload", it features an "Attached Files" area with a "Drag and Drop to Reorder" instruction and an "Unlock" button.
- Right Panel:** Titled "Program Checklist", it lists items for "*New Program*" such as "Cover", "Award Instructions", "Required & Elective Courses", "Award Footer", "Program Student Learning Outcomes", "Attach Files", and "Codes".
- Legend:** Includes "Spell Check" and "Help".
- Help:** A message states "There is currently no help available for this page." with "Edit" and "More" buttons.